

City of Eureka, California

Class Specification

This is a class specification and not an individualized job description. A class specification defines the general character and scope of responsibilities of all positions in a job classification, but it is not intended to describe and does not necessarily list every duty for a given position in a classification.

Class Title

Accounting Technician II

General Statement of Duties

Performs the full range of technical administrative support duties related to payroll, purchasing, general bookkeeping, and other financial system functions; performs directly related work as required.

Distinguishing Features of the Class

The principal function of an employee in this class is to perform the full range of technical administrative support duties related to payroll, purchasing, general bookkeeping, and other financial system functions. The work is performed under the supervision and direction of higher level staff as assigned, but significant leeway is granted for the exercise of independent judgment and initiative. Technical and functional supervision is exercised over assigned staff. This class is distinguished from the class of Accounting Technician I by the performance of the full range of technical administrative assistance and support duties in the Finance Department, and in the creation, implementation, and participation in technical processes, procedures and programs. An Accounting Technician I may be a permanent assignment or a flex class assignment. If not a permanent assignment, an Accounting Technician I shall be promoted to Administrative Technician II upon the successful completion of a minimum one-year probationary period, obtaining and demonstrating the required knowledge, skills, abilities, and experience, and meeting criteria determined by the Finance Department and the Personnel Department prior to the appointment date. The nature of the work performed requires an employee in this class to establish and maintain effective working relationships with all others contacted in the course of work. The principal duties of this class are performed in a general office environment.

Examples of Essential Work (Illustrative Only)

- Performs the full range of technical administrative support duties related to payroll, purchasing, general bookkeeping, and other financial system functions;
- Monitors, participates in, and/or performs payroll, purchasing, and other financial system functions in accordance with departmental policies and procedures;
- Confers with City and department representatives to provide needed information and demonstrations concerning payroll, purchasing, and other financial system policies and procedures;
- Monitors or performs contract coordination, including maintaining complete and accurate files, auditing progress payments, and preparing appropriate correspondence;
- Provides information to vendors, departments, or the public over the phone and in person;

- Monitors or conducts accounts payable audits, including ensuring accuracy of information and reviewing budget availability and performing overrides within established guidelines;
- Trains and monitors new department administrative support employees;
- Performs backup duties for department personnel as needed;
- Assumes role and responsibilities of immediate supervisor in his/her absence;
- Keeps immediate supervisor and designated others accurately informed concerning work progress, including present and potential work problems and suggestions for new or improved ways of addressing such problems;
- Attends meetings, conferences, workshops, and training sessions and reviews publications and audio-visual materials to become and remain current on principles, practices, and new developments in assigned work areas;
- Responds to questions and comments from the public in a courteous and timely manner;
- Communicates and coordinates regularly with appropriate others to maximize the effectiveness and efficiency of interdepartmental operations and activities;
- Performs other directly related duties consistent with the role and function of the classification.

Required Knowledge, Skills, and Abilities

- Thorough knowledge of Federal, State, and local laws, ordinances and regulations related to assigned area of responsibility;
- Thorough knowledge of City operations, policies, and procedures applicable to assigned area of responsibility;
- Thorough knowledge of clerical accounting, bookkeeping, and purchasing principles and practices;
- Thorough knowledge of office practices and procedures;
- Ability to perform detailed payroll, purchasing, contract coordination, and other financial systems functions;
- Ability to train and oversee other support staff;
- Ability to effectively act in the absence of immediate supervisor;
- Ability to communicate effectively with others, both orally and in writing, using both technical and non-technical language;
- Ability to understand and follow oral and/or written policies, procedures, and instructions;
- Ability to prepare and present accurate and reliable reports containing findings and recommendations;
- Ability to operate or quickly learn to operate a personal computer using standard or customized software applications appropriate to assigned tasks;
- Ability to use logical and creative thought processes to develop solutions according to written specifications and/or oral instructions;
- Ability to perform a wide variety of duties and responsibilities with accuracy and speed under the pressure of time-sensitive deadlines;
- Ability and willingness to quickly learn and put to use new skills and knowledge brought about by rapidly changing information and/or technology;
- Ability to exercise integrity, ingenuity, and inventiveness in the performance of assigned tasks.

Acceptable Experience and Training

Any combination of training and/or experience which is equivalent to:

- High School graduation or equivalent with some related college courses and/or related training;
- At least one year of experience as an Accounting Technician I.

Required Special Qualifications

- May require a valid Class C California State Driver's license;
- Certifications(s) specific to functional areas of assignment may be required.

Essential Physical Abilities

- Sufficient clarity of speech and hearing or other communication capabilities, with or without reasonable accommodation, to enable the employee to communicate effectively;
- Sufficient vision or other powers of observation, with or without reasonable accommodation, to enable the employee to review a wide variety of materials in electronic or hard copy form;
- Sufficient manual dexterity, with or without reasonable accommodation, to enable the employee to operate a personal computer, telephone, and other related equipment;
- Sufficient personal mobility and physical reflexes, with or without reasonable accommodation, to enable the employee to safely lift, move, or maneuver whatever may be necessary to successfully perform the duties of their position;
- Sufficient personal mobility and physical reflexes, with or without reasonable accommodation, to enable the employee to efficiently function in a general office environment.